

VERIFICATION OF FMLA ENTITLEMENT
(To Be Completed by Payroll Clerk)

DATE: _____

EMPLOYEE: _____

PERSONNEL NUMBER: _____

PERSON COMPLETING FORM: _____

To determine the 12-month employment period:

Human Resources personnel should review employee's personnel record to determine if the employee has been employed by the State of Louisiana (not just YS) for at least 12 months prior to the leave request. (Employment does not need to be consecutive.)

_____ to _____

To determine if the employee has physically worked at least 1,250 hours:

Human Resource personnel should review the payroll leave registers in ISIS for the 12 months immediately preceding the date of the FMLA leave request to determine that the following hours were not worked:

Annual	_____
Sick	_____
Holidays	_____
LWOP	_____
Special Closure	_____
Other	_____
TOTAL	_____

During the pay periods reviewed, the employee has worked the following hours in excess of regularly scheduled work hours:

Compensatory	_____
Paid Overtime	_____
TOTAL	_____

FMLA Formula: 2080 hours (80 hours x 26 pay periods)

Leave Taken - _____

Compensatory/
Paid Overtime
Hours worked + _____

Total Hours Worked _____